Job Title: Sales Tax Auditor

Department: Finance

Immediate

Supervisor: Controller

| Origination Date: | 06/10/2005 |
|--------------------------|------------|
| Revision Date: | 07/01/2012 |
| Job Grade | 607 |
| FLSA Status | Exempt |

BRIEF DESCRIPTION OF THE JOB:

This position is the point of contact for sales tax inquiries and is proactive in informing businesses of its sales tax responsibilities including reporting requirements. The Sales Tax Auditor plans and conducts sales tax audits and assists in the overall implementation of a City business license. Conducts various City internal audits.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

| | Physical Strength Code | ESSENTIAL FUNCTIONS |
|---|------------------------------|--|
| 1 | S | Performs sales tax audits in accordance with generally recognized governmental audit standard; schedules sales tax audits; reviews taxpayer records for compliance; assesses delinquent sales taxes; monitors payment of construction sales tax; and collects delinquent sales taxes. Represents the City at the Unified Audit Committee (UAC) meetings. |
| 2 | S | Analyzes sales tax records and historical data to provide input on revenue trends for the City. Identifies budget comparison trends to monitor current estimates and development of sales tax forecasts. Prepares monthly sales tax reports for senior management and City Council. |
| 3 | S | Conducts meetings with the business community to educate them on proper City sales tax practices and business registration requirements. |
| 4 | S | Participates in the improvement of the business license system,. Processes cash receipts for new business registrations and renewals; answers general inquires regarding business registrations; conducts field visits on non-compliant businesses. |
| 5 | S | Presents to City Council the Sales Tax Code changes and changes to Department of Revenue IGA. |
| 6 | S | Reviews City contracts and IGA's to ensure the impact on sales tax collection and verify the amount of the possible give back to the taxpayer. Monitors the Department of Revenue City payment journal for accuracy of information or any anomalies. |

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| | Physical Strength | |
|---|----------------------|--|
| | Code | ESSENTIAL FUNCTIONS |
| 7 | S | Conducts City internal audits that focus on department procurement card expenditures to determine compliance with City polices. Develops and prepares written internal audit process to focus on user fees revenues meeting target recovery percentages, compliance with procurement and contract procedures and other functional areas, as needed. Develops audit findings, recommendations for improvements and performs follow-up audits to ensure compliance. Determines audit objectives and designs audit programs to satisfy those objectives, budgets and tracks time to accomplish the programs, conducts required fieldwork and continually communicates with the auditee. |

JOB REQUIREMENTS:

| JOB REQUIREMENT | |
|---|---|
| Formal Education / | |
| | Work requires broad knowledge in a general professional or technical field. |
| Knowledge | Knowledge is normally acquired through four years of college resulting in a |
| Evaniones | Bachelor's degree or equivalent. |
| Experience | Minimum three years experience in a related field. |
| Certifications and Other Requirements | Valid Driver's License |
| Reading | Work requires the ability to read research papers, legal documents, statues, policies, procedures, and City Codes at a college level. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division and create moderately complex mathematical formulas, interpret mathematical methodologies used in the analysis in research papers published in various journals at a college level. |
| Writing | Work requires the ability to write in a clear and concise manner to Council Members, City management staff, and others in reports, correspondence, and memorandum at a college level. |
| Managerial | Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure. |
| Policy / Decision Making | Significant - The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Projects and daily work are managed with little oversight, however special assignments and significant work products may |
| | be reviewed upon completion. Typically positions in this category are supervisor to mid-management jobs. |
| Budget Responsibility | Has no budgetary responsibility |
| Technical Skills | Broad Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. |
| Interpersonal / Human Relations Skills | High - Interactions at this level usually impact the implementation of policies. Contacts may involve interpretation of how policies are implemented and may require discussion and the support of controversial positions or the negotiation of sensitive issues or important presentations. During interactions on policy implementation, contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. |

Physical Demands

Frequency Code Scale

| N = Never | R = Rarely | O = Occasionally | F = Frequently | C = Constantly |
|--------------|-----------------------|-----------------------|---------------------------------|-------------------------|
| Never occurs | Less than 1 hour/week | Up to 1/3 of the time | From $1/3$ to $2/3$ of the time | 2/3 or more of the time |

| Physical Demand | Frequency Code (Mark only one) | Description: (Check all that apply) | Physical Demand | Frequency Code (Mark only one) | Description: (Check all that apply) |
|--------------------|-----------------------------------|--|---------------------|---------------------------------|---|
| Standing | □ N □ R □ O ☑ F □ C | | Pushing/ Pulling | □ N □ R □ O ⊠ F □ C | ⊠ File drawers □ Equipment □ Tables and chairs □ Hoses |
| Fine Dexterity | □ N □ R ⊠ O □ F □ C | ☑ Computer keyboard ☑ Telephone keypad ☑ Calculator ☐ Calibrating equipment | Climbing | □ N □ R ⊠ O □ F □ C | ⊠ Stairs □ Ladders □ Step stools □ Onto equipment |
| Walking | □ N □ R ⊠ O □ F □ C | ☒ To other departments/offices☒ Around work site | Vision | □ N □ R □ O ⋈ F □ C | ☒ Reading☒ Computer screen☐ Driving☒ Observing work site |
| Lifting | □ N □ R ⊠ O □ F □ C | ☑ Supplies☐ Equipment☑ Files | Foot Controls | □ N □ R ⋈ O □ F □ C | ☑ Driving☐ Operating heavy equipment☐ Operating Dictaphone |
| Carrying | □ N □ R ⊠ O □ F □ C | ⊠ Supplies □ Equipment ⊠ Files | Balancing | □ N ⊠ R □ O □ F □ C | ☐ On ladders ☐ On equipment ☑ On step stools |
| Sitting | □ N □ R □ O ⊠ F □ C | ☑ Desk work ☑ Meetings □ Driving | Bending | □ N □ R ⋈ O □ F □ C | ☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground ☐ Making repairs |
| Reaching | □ N □ R □ O ⊠ F □ C | ☒ For supplies☒ For files | Crouching | □ N □ R ⋈ O □ F □ C | ☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground |
| Handling | □ N □ R □ O ⊠ F □ C | □ Paperwork □ Monies | Hearing | □ N □ R □ O ⋈ F □ C | ⊠ Communicating via telephone/radio, to co-workers/public □ Listening to equipment |
| Kneeling | □ N □ R ⊠ O □ F □ C | ☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground | Twisting | □ N □ R □ O ⋈ F □ C | ☒ From computer to telephone☐ Getting inside vehicle |
| Crawling | □ N ⊠ R □ O □ F □ C | ☑ Under equipment ☐ Inside attics/pipes/ditches | Talking | □ N □ R □ O ⋈ F □ C | ☑ Communicating via telephone/radio, to co-workers/public |
| Other | | (Explain) | • | | |

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| | 1) | | | | | | | |
|---|------------------|----------------|-------------------|------------|------|--------------|-----|------------|
| Physical Demands (continue | (a) | | | | | | | |
| Machines, Tools, Equipment | t and Work | Aids: | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Computer Equipment and S | oftware. | | | | | | | |
| | | maint laatnan | HTE mesons | | | | | |
| Notebook computer, scanner, printer, M | is Office, power | point, lootnep | , H. I .E. progra | m. | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Environmental Factors: | | | | | | | | |
| Environmental Condition | ons | Never | Seasonally | Several T | imes | Several Ti | mes | Daily |
| | | | | Per Mo | nth | Per Wee | ek | - |
| Extreme temperature | | [C] | | | | | | |
| (heat, cold, extreme temp. changes fr work) | om outside | ⊠ | | | | | | |
| Wetness and/or humidity | | - | | _ | | _ | | |
| (bodily discomfort from moisture) | | × | | | | | | |
| Respiratory hazards | | × | | | | | | |
| (fumes, gases, chemicals, dust and di | rt) | | | | | | | |
| Noise and vibration | | \boxtimes | | | | | | |
| (sufficient to cause hearing loss) Physical hazards | | | | | | | | |
| (high voltage, dangerous machinery, | aggressive | \times | | | | | | |
| prisoners, patients – <u>not customers</u>) | | | | | | | | |
| Health and Safety Condition | ıs: | | | | | | | |
| Health and Safety Conditions | N = Never | R = Rarel | y O = Oc | casionally | F= | Frequently | C = | Constantly |
| , | Never | Less than | • | r more of | | n 1/3 to 2/3 | | or more of |
| | occurs | hour per we | eek th | e time | of | the time | 1 | the time |
| Mechanical hazards | × | | | | | | | |
| Chemical hazards | × | | | | | | | |
| Electrical hazards | X | | | | | | | |
| Fire hazards | X | | | | | | | |
| Explosives | X | | | | | | | |
| Communicable diseases | X | | | | | | | |
| Physical danger or abuse | × | | | <u> </u> | | <u> </u> | | |
| Other (specify) | | | | | | | | |
| Primary Work Location: | | | | | | | | |
| ✓ Office Environment | | | | | | | | |
| ☐ Warehouse | | | | | | | | |
| ☐ Shop | | | | | | | | |
| ☐ Vehicle | | | | | | | | |
| ☐ Recreation Centers/Neighborhoo | d Centers | | | | | | | |
| Outdoors | - | | | | | | | |
| ☐ Other (Specify) | | | | | | | | |
| · | | | | | | | | <u></u> |
| Protective Equipment Requi | ired: | | | | | | | |
| N/A | | | | | | | | |
| 1 | | | | | | | | ļ |

Job Demands

Overall Strength Demands:

| | Overall Strength Demands |
|--------------|--|
| ⊠ Sedentary | Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time. |
| Light | Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree. |
| ☐ Medium | Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly. |
| ☐ Heavy | Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly. |
| ☐ Very Heavy | Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly. |

Non-physical Demands:

| Non-physical Demands | Frequently | Occasionally | Rarely | Never |
|---|------------|--------------|-------------|-------|
| Time Pressures | | × | | |
| Emergency Situations | | | \boxtimes | |
| Frequent Change of Tasks | | × | | |
| Irregular Schedule/Overtime | | × | | |
| Performing Multiple Tasks Simultaneously | X | | | |
| Working Closely with Others as Part of a Team | | × | | |
| Tedious or Exacting Work | | | × | |
| Noisy/Distracting Environment | | | × | |
| Other (Describe below.) | | | | |

EXPECTED BEHAVIOR:

Staff – Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible

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- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

| | Signature of Employee | Date |
|----------------------------------|----------------------------------|------|
| Job Title of Supervisor | Signature of Supervisor | Date |
| Job Title of Department Director | Signature of Department Director | Date |
| nents: | | |

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.